

United States District Court
District of Connecticut
Kevin F. Rowe, Clerk

HELPFUL HINTS FOR COUNSEL

1. Do make sure filings have original signatures, name, address and federal bar number printed beneath. (We prefer blue ink so we know it isn't a photocopy.) Each pleading must include a certificate of service.
2. Do not sign pleadings unless you have filed an appearance.
3. Do let us know if you have an address change in accordance with Local Rule 2. Just putting a different address on an appearance is not enough.
4. Do file pleadings in the correct seat of court.
5. Do include the judges initials after the case number.
6. Do not staple separate documents together.
7. Do not submit documents in a 3-ring binder, unless directed by a judge.
8. Do file original signed documents with only one case number, unless a consolidation order is entered by the court.
9. Do two-hole punch filings at the top center, especially big ones.
10. Do not use "blue backs" on your pleadings. They are not used in our court.
11. Do not file motions with titles that are so confusing that no one can figure out what relief you are seeking.
12. Do not send courtesy copies unless ordered by the judge.
13. Do call us if you have any questions, we are here to help you.